



Minutes of Library Board Meeting
April 21, 2025

CALL TO ORDER

President Joneane Parker called the meeting to order at 5:15 pm

Trustees Present; Wayne Ades, Rachel Brown, Brenda Diers, Sharon Flinspach, Sam Garchik, Ann Gookin, Joneane Parker and David Thebodo.

Trustees joining via ZOOM: None

Trustees absent: Sherri Smith

Also present: Director Alecs Schmidt Mickunas, Afton Pedrick and Karen Blakley.

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES FOR MARCH 17 and APRIL 5

Trustee Thebodo moved to approve the March 17 and April 5 minutes as presented. Trustee Diers seconded the motion. The motion passed unanimously.

TREASURER’S REPORT –

Director Schmidt Mickunas reviewed the statements of revenue and expenditure. Trustee Garchik moved to approve the Treasurer’s Report. Trustee Flinspach seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS FOR APRIL

Trustee Garchik asked about the Consumer Reports Online invoice. Director Schmidt Mickunas explained the invoice was the final payment for a three-year contract that would likely not be renewed. Trustee Diers moved to approve the bills for April. Trustee Gookin seconded the motion. The motion passed unanimously.

April 21, 2025				
	6371	Alliant Energy	Gas expense (last year \$403.24)	442.28
	6371	Alliant Energy	Electric expense (last year \$829.89)	76.88
	6310	ASSA ABLOY Entrance Systems US Inc	Preventative maintenance agreement	220.00
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6499	Cacioppo, Michael	Technical support 10/16/24 to 1/13/25	287.00
	6310	Johnson Controls, Inc	Repair meeting room AHU	1,979.95
	6373	LISCO	Telecommunications 4/1/25 to 5/1/25	43.49
	6220	MidWestOne Bank	ILA annual membership - Joy	25.00
	6499	MidWestOne Bank	Open AI Chat GPT subscription	20.00
	6506	MidWestOne Bank	Vinyl gloves, shredder oil	45.38
	6508	MidWestOne Bank	Endicia monthly postage fees	10.99
	6373	NATEL	Telecommunications 4/1/25 to 5/1/25	144.00
	6310	Plicher Construction LLC	Interior work for skylight replacement/repair	6,545.00
	6310	Plumbco LLC	Sewer repair staff/meeting room	7,055.00
	6506	Quill	Copy paper and personalized white window envelopes	239.03
	6310	The Lock Dr. L.L.C.		292.50
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
			Total for General Fund	19,373.56
	B	ByWater Solutions	Koha migration	11,470.00
	B	Fairfield Public Library - General Fund	Educational Programs	271.10
	B	Henri Cal-EI	Crack the Carnegie Code photography/videography	75.00
	B	HyVee	Educational programming	24.95
			Total for Book Sale Fund	11,841.05
	F	Baker & Taylor - Mandarin Worn YS	Children's Books	45.94
	F	Fairfield Public Library - Book Sale Fund	Grant for Koha migration fee and 1st year fee	16,720.00
	F	Fairfield Public Library - Book Sale Fund	Grant for AmeriCorps Hosting Fee	800.00
	F	Fairfield Public Library - General Fund	Library materials 7739	235.89
	F	Fairfield Public Library - Memorial Fund	Grant for artwork	800.00
			Total for Foundation Fund	18,601.83
	M	Baker & Taylor - Adult Books	Adult Books	730.96
	M	Baker & Taylor - Automatically Yours	Popular Authors	253.02
	M	Baker & Taylor - Children's Books	Children's Books	230.62
	M	Center Point	Large Print	50.34
	M	Dow Jones & Company Inc	Wall Street Journal online subscription	700.00
	M	EBSCO	Rate adjustment New Yorker	55.00
	M	EBSCO	Consumer Reports.org online subscription	1,061.00
	M	Fairfield Ledger	Subscription 1 year	110.00
	M	Fairfield Public Library - General Fund	Library Materials 7739	1,549.64
	M	Genevra Bell	Framed artwork	800.00
	M	USA Today	Subscription 5/1/25 to 4/30/26	398.78
			Total for Memorial Fund	5,939.36
	C	Plicher Construction LLC	Exterior work skylight replacement/repair	2,500.00
April 21, 2025			Total for Capital Fund	2,500.00

COMMUNICATIONS - None

REPORT OF DIRECTOR (A copy of the report is attached.)

Trustee Flinspach asked about the contracting city the director visited. Director Schmidt Mickunas summarized the city council meeting he attended and the feedback he received.

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Trustees discussed contracting cities and their annual financial contributions. Director Schmidt Mickunas has spoken with our state library representative, Becky Heil and will visit two city council meetings this month to speak about the library and how the city's residents can utilize library services. Director Schmidt Mickunas reported the library has received two donations of physical objects in the past week, a painting of Jefferson County Park and a large gaming table. He also shared information about the upcoming Star Wars Day celebration being held in partnership with Wanderer's Haul.

Continued Education –Postponed until May

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker reported that she, Trustees Gookin and Thebodo met with the director and library staff to discuss concerns about a recent patron situation. Director Schmidt Mickunas will develop a new standard of operating procedures document with help from staff.
- b. Report of Building & Grounds Committee – Trustee Thebodo reviewed items from the director's report including IT assistance, the skylight project, drain issue and roof estimate. Director Schmidt Mickunas explained the IT assistance is going well, the skylight and drain projects are complete and the roof estimate is expected. Trustee Thebodo shared a patron request for additional handicapped parking spaces. The Building and Grounds Committee has reviewed the situation and will ask the City to classify the first parking space on the north side of the building as handicapped and complete the necessary upgrades.
- c. Report of Finance Committee – Director Schmidt Mickunas reviewed the Statement of Funds. Trustees discussed maturing cds and their possible use for capital improvement projects.

UNFINISHED BUSINESS –

- a. Art Object Loan Form – Trustee Parker noted a copy of the form was included with the meeting packet and the City Attorney has approved it. Director Schmidt Mickunas reviewed the changes made to the document. Trustee Garchik asked if all stipulations were included to avoid any possible conflict. Director Schmidt Mickunas will research and update.
- b. Library Partnerships – Tabled
- c. Library Renewal Project – See below

NEW BUSINESS

- a. Changes to Library Use Policy – Director Schmidt Mickunas shared possible changes to the policy. Trustee Parker suggested working toward developing a standard operating procedure to assist staff with guidelines.
- b. Trustee Volunteerism - Tabled. Trustee Garchik offered to help with inventory during the summer.
- c. Library Substitute Position – Director Schmidt Mickunas reviewed the position and has spoken with City Hall regarding how this position would be funded.
- d. Relocation and Addition of Handicapped Parking – Director Schmidt Mickunas would like to speak with City Hall representatives about adding a handicapped

parking space on the north side of the building. Trustees discussed the location and possibility of relocating the current spaces in the parking lot. Director Schmidt Mickunas felt spaces in the parking lot were sufficient as they are. Director will report back next month.

- e. Trustee Parker asked for suggestions from the trustees for library renewal projects. Director Schmidt Mickunas suggested replacing the carpet in the meeting room. Trustees discussed various flooring options and contractors. Director Schmidt Mickunas reminded trustees the gutters were approved for payment by the City in the next fiscal year. Trustee Garchik suggested estimates for roof repair versus roof replacement. Director Schmidt Mickunas shared improvements he foresees in the next five years and those more immediate. He suggests meeting room flooring, updating the children's department and creating an outdoor green space as priorities. Trustee Parker asked about updating the restrooms. Trustee Diers noted the concrete outside the building is in disrepair. Director Schmidt Mickunas suggested all trustees consider how to begin funding projects. Trustee Garchik suggested beginning on projects that were low to zero cost to complete. Director Schmidt Mickunas shared several projects that staff could be working on. Trustees discussed funding and prioritizing projects with estimated costs. Trustee Parker tasked the director with creating a list of desired projects with costs for the board to review. Trustee Garchik asked that the list be reviewed with the City Manager with a request for possible funding.

ADJOURNMENT

The meeting was adjourned at 7:24 pm with a motion by Trustee Thebodo.

Respectfully submitted,

Sharon Flinspach
Secretary